



**PALAU DE CONGRESSOS DE CATALUNYA**  
**ICOMS 2013 – International Conference on Oral Maxillofacial**  
**October, 21st to 24th, 2013**

**INDEX**

1. EXHIBITOR'S FORM
2. REQUEST OF POWER AND ELECTRICAL INSPECTION
3. EXHIBITORS ORDER FORM FOR GENERAL SERVICES
4. EXHIBITORS ORDER FORM FOR F&B
5. EXHIBITORS ORDER FORM FOR IT SERVICES



# 1. EXHIBITOR'S FORM

STAND NAME

Nº STAND

COMPANY NAME AND TAX I.D.

MANAGER ON SITE/AUTHORISED SIGNATURE

CONTACT PERSON

PHONE NUMBER

E-MAIL

COMPANY REGISTERED ADDRESS

CITY AND CITY CODE

COUNTRY

*Payment will be done in advanced and by credit card only. All invoices will be remitted to the address detailed below.*

TYPE OF CREDIT CARD

HOLDER

NUMBER AND EXPIRY

SENDING ADDRESS

CITY AND CITY CODE

COUNTRY

1-The completed form should be scanned and sent 30 days before the beginning of the congress to:

**Dep. of Coordination: e-mail: [paola.acosta@pcongresos.com](mailto:paola.acosta@pcongresos.com)**

No service will be confirmed if the present form is not filled-in properly by the exhibitor. There should be no missing information.

2-Total costs will be credited separately to the credit card provided as soon as this form is received back. Two invoices will be sent. Once the crediting has been done successfully we will proceed to send all invoices to the sending address specified by the exhibitor.

AUTHORISED SIGNATURE:

Date:

Name:

Job title:



## 2. REQUEST OF POWER AND ELECTRICAL INSPECTION

STAND NAME

Nº STAND:

### Power rate:

Exhibitors will be charged for power at a rate of 109 € plus VAT as a concept of Power Supply. This fee includes the electrical inspection, as well as power consumption during the event up to 20Kw/h per stand.

This charge does not include the electrical panel (fuse box)

Please, indicate the requested power:

Power requested



# 3. EXHIBITOR ORDER FORM FOR GENERAL SERVICES

STAND:

STAND Nº:

### CLEANING SERVICES PER STAND

The set-up and dismantle cleaning of each stand is obliged and has to be requested directly to the Congress Center. It is to be requested from before the beginning of the event and will be charged to the Exhibitors.

Please indicate your stand measures, set up date and dismantling date

<input type="checkbox"/> <input type="checkbox"/>	33.00 Euros p/stand p/day	Small stand (10m2)
<input type="checkbox"/> <input type="checkbox"/>	55.00 Euros p/stand p/day	Medium stand (10-19m2)
<input type="checkbox"/> <input type="checkbox"/>	61.00 Euros p/stand p/day	Big stand (19m2 or plus)

The daily cleaning of your stand is optional to be contracted. Have your stand clean and tidy for the next journey!

Days

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15.00 Euros	Small stand (10m2)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	26.00 Euros	Medium stand (10-19m2)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	29.00 Euros	Big stand (19m2 or plus)

### PERSONNEL SERVICES PER STAND (Optional)

**SECURITY GUARD** 31.00 Euros/pax/h (minimum 6h)

Days

Timing (from-to)

<input type="checkbox"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	<input type="text"/> <input type="text"/>

Other observations:

**WARE HOUSE ASSISTANT** 19.00 Euros/pax/h (mínimum 6h)

Days

Timing (from-to)

<input type="checkbox"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	<input type="text"/> <input type="text"/>

**21 % de V.A.T not included**



## 4. EXHIBITOR ORDER FORM FOR F&B

STAND:

STAND n°:

UNITS	DRINKS	UNIT PRICE	UNITS	FOOD	UNIT PRICE
<input type="checkbox"/>	Flask of coffee (1,5 litres)	19,50 €	<input type="checkbox"/>	Biscuits-cookies assortment (20 pieces)	19,00 €
<input type="checkbox"/>	Flask of milk (1,5 litres)	19,50 €	<input type="checkbox"/>	Mini bakery assortment (12 pieces)	15,00 €
<input type="checkbox"/>	Flask of hot water + Infusions and tea bags (1,5 litres)	19,50 €	<input type="checkbox"/>	Muffins assortment (10 pieces)	33,00 €
<input type="checkbox"/>	Nespresso coffee machine	170 €/event	<input type="checkbox"/>	Chocolate snacks assortment (20 pieces)	50,00 €
<input type="checkbox"/>	50 services of Nespresso coffee machine	75,00 €	<input type="checkbox"/>	Mini cakes assortment (25 pieces)	25,00 €
<input type="checkbox"/>	50 decaffeinated services of Nespresso coffee machine	75,00 €	<input type="checkbox"/>	Whole fruit (6-8 pieces)	16,50 €
<input type="checkbox"/>	Jug of orange juice (1,5 litres)	22,00 €	<input type="checkbox"/>	Plate of sliced fruit (aprox. 1 kg)	29,00 €
<input type="checkbox"/>	Assorted flavoured juices (1 litre bricks)	4,25 €	<input type="checkbox"/>	Bag of chips (250 grs)	10,00 €
<input type="checkbox"/>	Still water (1/2 l liters)	2,50 €	<input type="checkbox"/>	Stuffed olives bowl (120 grs)	10,00 €
<input type="checkbox"/>	Still water (1l liter)	3,50 €	<input type="checkbox"/>	Salted Nut Cocktail (almonds, cashews and peanuts) with bowl (500 gr.)	32,00 €
<input type="checkbox"/>	Still water ( 0,33 liters) plastic bottle	2,00 €	<input type="checkbox"/>	Japanese Nut Cocktail with bowl (500 gr.)	32,00 €
<input type="checkbox"/>	Sparkling water (1/2 liters)	2,50 €	<input type="checkbox"/>	Assorted mini buns tray (24 ut)	48,00 €
<input type="checkbox"/>	Water cooler (includes 18,90 l)	95 €/event	<input type="checkbox"/>	Assorted mini sandwiches (English Bread) tray (16 ut.)	30,00 €
<input type="checkbox"/>	Water cooler refill (18,90 l)	30,00 €	<input type="checkbox"/>	"Mini tapas" assortment (15 pieces)	40,50 €
<input type="checkbox"/>	Pepsi (cans of 33 cl; 12 units minimum)	3,25 €	<input type="checkbox"/>	Assorted sandwiches (English bread) (10 pieces)	50,00 €
<input type="checkbox"/>	Diet Pepsi (cans of 33 cl; 12 units minimum)	3,25 €	<input type="checkbox"/>	Assorted sandwiches (baguette bread) (10 pieces)	60,00 €
<input type="checkbox"/>	Orange (cans of 33 cl; 12 units minimum)	3,25 €	<input type="checkbox"/>	Plate of cured ham (225 g)	42,00 €
<input type="checkbox"/>	Lemon (cans of 33 cl; 12 units minimum)	3,25 €	<input type="checkbox"/>	Plate of manchego cheese (225 g)	24,00 €
<input type="checkbox"/>	Tonic water (cans of 33 cl; 12 units minimum )	3,25 €	<input type="checkbox"/>	Plate of bread with tomato (15 slices)	17,00 €
<input type="checkbox"/>	Bitter Kas (cans of 33 cl; 12 units minimum)	3,25 €	<input type="checkbox"/>	Leg of "bellota" ham	550,00 €
<input type="checkbox"/>	Amstel beer (cans of 33 cl; 12 units minimum)	4,75 €	<input type="checkbox"/>	Waiter - Ham cutter (4 hours minimum)	50 €/hour
<input type="checkbox"/>	Buckler beer without alcohol (cans of 33 cl; 12 units min)	4,75 €			
<input type="checkbox"/>	Draught beer (includes 30 l beer and plastic glasses)	295,00 €			
<input type="checkbox"/>	Draught beer refill of 30 litres (includes plastic glasses)	195,00 €			
<input type="checkbox"/>	Bottle of white wine (Prats Fatjó selection) (75 cl)	18,50 €			
<input type="checkbox"/>	Bottle of red wine (Prats Fatjó selection) (75 cl)	18,50 €			
<input type="checkbox"/>	Bottle of cava (Prats Fatjó selection) (75 cl)	24,00 €			
<input type="checkbox"/>	Champagne (Prats Fatjó Selection) (75 cl)	75,00 €			
	<b>RENTAL MATERIAL</b>			<b>STAFF</b>	
<input type="checkbox"/>	White tablecloth 130 x 130 m	8,75 €	<input type="checkbox"/>	Waiter (minimum 4 hours)	34 €/hour
<input type="checkbox"/>	White tablecloth 220 x 220 m	12,50 €	<input type="checkbox"/>	Sherry decanter	Ask for a budget
<input type="checkbox"/>	White napkin 55 x 55 cm	2,50 €			
<input type="checkbox"/>	Ice bucket and tongs	15,50 €			
<input type="checkbox"/>	Big Ice bucket	21,00 €			
<input type="checkbox"/>	Wastepaper bin (big)	29,00 €			
<input type="checkbox"/>	Wastepaper bin (small)	20,00 €			
	<b>OTHER SERVICES</b>				
<input type="checkbox"/>	Personalized water bottles	Ask for a budget			
<input type="checkbox"/>	Chocolate fountain	Ask for a budget			
<input type="checkbox"/>	Popcorn machine	Ask for a budget			
				<b>DISPOSABLE MATERIAL</b>	
			<input type="checkbox"/>	Plastic glasses 0,25 l (50 units)	9,00 €
			<input type="checkbox"/>	Long drinks plastic glasses (10 units)	5,00 €
			<input type="checkbox"/>	Cava plastic glasses (12 units)	9,00 €
			<input type="checkbox"/>	Coffee plastic cup (50 units)	7,50 €
			<input type="checkbox"/>	Plastic dishes 22 cm (20 units)	5,00 €
			<input type="checkbox"/>	Set of plastic cutlery (fork, knife, spoon and napkin) (20 units)	5,00 €
				<b>Contracts conditions</b>	
				* Payment has to be done in advance.	
				* Order form has to be sent to the Palace of Congresses of Catalonia, 7 days prior the event starts.	
				* Once the congress is working, orders have to be done 24 hours before the required time service.	

\* VAT not included



## 5. EXHIBITOR ORDER FORM FOR IT SERVICES WIRED / WIRELESS (WI-FI)

STAND:

STAND n°:

### LINES SERVICES & INTERNET ACCESS- WI&FI (Optional)

Day of the month:

Set up cost for the event

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Digital line with telephone

125.00 Euros + call cost

Analogue line for fax - dataphone

125.00 Euros + call cost

Access connection Internet Wi-Fi

125.00 Euros/1st day + 60 Euros/day

**We invoice the call cost at the end of the event**

**If you need information regarding the internet access through our LAN connection, please ask for the additional information document with rates to your Coordinator**

**21% V.A.T not included**